



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Technical Assistant Legal Activities [Classified Competitive]</b>			Salary <b>A17 \$47,579.48 - \$67,046.12</b>
Posting Number <b>279-22</b>	Position Number <b>924599</b>	Number of Positions <b>1</b>	Posting Period * From: <b>03/18/2022</b> To: <b>04/01/2022</b>
Location: <b>Office of the Chief State Medical Examiner 120 South Stockton Street, 3rd Floor, Trenton</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>The Office of the Chief State Medical Examiner (OCSME) is seeking a candidate to work closely with the Regulatory Officer to understand and interpret laws and regulations as they relate to OCSME. Duties will include, reviewing, filing organizing, editing and commenting on drafts of all rules and regulations submitted by OCSME; processing and preparing legal correspondence on behalf of the Chief State Medical Examiner as well as to citizen complaints regarding the certified cause and manner of death by the County Medical Examiners. Additional responsibilities will be overseeing the processing for the Open Public Records Act requests; coordinating responses to subpoena requests for documents, information and testimony; and reviewing and preparing contracts and MOAs/MOUs between the OCSME and other governmental agencies and independent consultants.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EXPERIENCE:</b> Five (5) years of experience in a public or private agency, assisting a professional staff in paralegal activities, including but not limited to the gathering, review, research, proofreading, recording and/or processing of legal documents, accepting legal documents such as subpoenas, summons, and so forth, and taking appropriate action.</p> <p><b>LICENSE:</b> Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>Forward the required documents electronically to: <b><i>PSTSME@doh.nj.gov</i></b></li> <li>Mail the required documents to: <b>Jill Velez, Administrative Analyst 3 Office of the State Medical Examiner Reference Posting #279-22 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>cover letter</li> <li>resume</li> <li>completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*